



Procurement and Contracts
Texas SmartBuy PO # 23113959
Business Unit # 320AD
Purchase Order # 23-0002921

Page: 1 of 3

Payment N/A Freight N/A Ship Via: N/A PCC: X Date: 03/09/23 PO Method: DG Dispatch: Dispatch Rev Dt:
Terms: Terms: Via Print

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: STAPLES PRINT SOLUTIONS
STAPLES CONTRACT & COMMERCIAL LLC
DBA STAPLES BUSINESS ADVANTAGE
PO BOX 660409
DALLAS TX 75266-0409
United States

Ship To: Texas Workforce Commission
1125 JUDSON RD
STE 133
LONGVIEW TX 75601-5196
United States

Bill To: APPO@twc.texas.gov or

Texas Workforce Commission
101 E 15TH ST
RM 470
AUSTIN TX 78778-0001
United States

Vendor ID: 1043390816

Purchaser: Marie Diemer
Phone: (737) 400-5620
Fax:
Email: marie.diemer@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Delegated Purchase \$10000 or Less - contract TXMAS 20-7502

TWC contact - danette.townsend@twc.texas.gov / 903-483-3115

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Mead 1-Subject Notebook 8X10.5 Wide Ruled 70 Sheets Assorted Colors (05510)	785/73	10.0000	EA	\$1.96000	\$19.60	03/20/2023
Schedule Total						\$19.60	
RegID: 0000041396							
Item Total for Line # 1						\$19.60	

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Tops Designer Gregg Ruled Pads 6X9 Steno Pads Black/White	785/73	2.0000	PAK	\$14.83000	\$29.66	03/20/2023
Schedule Total						\$29.66	
RegID: 0000041396							
Item Total for Line # 2						\$29.66	

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

03/09/2023



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Bic Brite Liner Grip Highlighters Chisel Tip Asst Colors 5/Pack (31257)	620/90	4.0000	PAK	\$2.70000	\$10.80	03/20/2023
Schedule Total						\$10.80	
ReqID: 0000041396							
Item Total for Line # 3						\$10.80	
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Bic Brite Liner Grip CL Highlighters Chisel Tip Asst Colors 4PK (32318)	620/90	4.0000	PAK	\$1.97000	\$7.88	03/20/2023
Schedule Total						\$7.88	
ReqID: 0000041396							
Item Total for Line # 4						\$7.88	
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Pilot Dr Grip Center of Gravity Retractable Ballpoint PenMed Pt Black (36181)	620/80	2.0000	EA	\$5.54000	\$11.08	03/20/2023
Schedule Total						\$11.08	
ReqID: 0000041396							
Item Total for Line # 5						\$11.08	
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Pilot Dr Grip Center of Gravity Ballpoint Pen Refill Med Tip Blue Ink 2/pk (77272)	620/81	2.0000	PAK	\$1.33000	\$2.66	03/20/2023
Schedule Total						\$2.66	
ReqID: 0000041396							
Item Total for Line # 6						\$2.66	

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Fellowes Office Suites Designer Suites Laptop Riser	785/43	2.0000	EA	\$25.22000	\$50.44	03/20/2023
						Schedule Total	\$50.44
						ReqID: 0000041396	
						Item Total for Line # 7	\$50.44

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Staples Comfort Grip Tape Dispenser with Packing Tape 1.88X54.6 yds 1 roll (St-A26- Pg)	605/75	2.0000	EA	\$8.30000	\$16.60	03/20/2023
						Schedule Total	\$16.60
						ReqID: 0000041396	
						Item Total for Line # 8	\$16.60

						Total PO Amount	\$148.72
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All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

IMPORTANT CONDITIONS OF ORDER

This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.

* PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.

* ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.

* Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.

Tax Exempt ID -742764775.

STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

Authorized Signature

Sonya Bebley, CTCD, CTCM

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03/09/2023